

CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM



THE OFFICE OF COURT ADMINISTRATION ANNOUNCES A PROMOTION EXAMINATION FOR QUALIFIED EMPLOYEES OF THE UNIFIED COURT SYSTEM

TITLE

SENIOR COURT CLERK

EXAMINATION NUMBER: 55-746

STARTING SALARY

The title of Senior Court Clerk is graded at JG-21. The current hiring rate is \$51,298. In addition, appointees in New York City, Nassau, Suffolk, Westchester and Rockland County receive \$1,302 in annual location pay. Appointees in Orange, Dutchess and Putnam County receive \$651 in annual location pay.

ELIGIBLE LIST AND LOCATION OF POSITIONS

The eligible list established as a result of this examination will be used to fill appropriate positions in the Unified Court System throughout New York State. At present, the title of Senior Court Clerk exists in New York City, Nassau, Suffolk and the Ninth Judicial District.

MINIMUM QUALIFICATIONS TO COMPETE

To be eligible to compete in this examination, candidates must, by the examination date, May 17, 2008, have current permanent* competitive class status in any competitive title in the Unified Court System.

MINIMUM QUALIFICATIONS FOR APPOINTMENT

To be eligible for appointment from the resultant eligible list, successful candidates must have, at the time of appointment, two years of current permanent* competitive class service in the Unified Court System.

*Under Section 25.15(h) of the Rules of the Chief Judge, includes: (1) employees of the Unified Court System who are holding or who have held positions in the noncompetitive, exempt or labor class if said employees in the past have held qualifying competitive class positions on a permanent basis and (2) employees with noncompetitive status in qualifying titles by virtue of the Handicapped Set Aside Program (HSAP).

CITIZENSHIP

By statute, appointment to the Senior Court Clerk title confers Peace Officer status. In turn, candidates a requirement for Peace Officer status is United States citizenship. Therefore, must be United States citizens at the time of appointment.

Examination is schedule to be held:
May 17, 2008

Applications must be postmarked no later than:
February 8, 2008

**DISTINGUISHING
FEATURES
OF WORK**

Senior Court Clerks serve as part clerks swearing witnesses, polling jurors, maintaining custody of exhibits and keeping court minutes in individual assignment system and other parts. As part clerks, Senior Court Clerks are responsible for the supervision of uniformed court personnel who have peace officer status and who guard prisoners and maintain security in the courtroom. Senior Court Clerks also work in court offices where they supervise Court Assistants and other court personnel engaged in processing prisoner correspondence, reviewing calendaring decisions, motions for sufficiency and preference, and orders for conformance with decisions. Senior Court Clerks may also supervise a full-time branch office of a court staffed by Court Assistants, be designated to act in the absence of the Chief Clerk or Commissioner of Jurors, and perform other related duties.

**SUBJECT OF
EXAMINATION**

The written examination will be multiple-choice and is designed to assess the following:

Knowledge of Legal Terminology, Statutes, Rules and Procedures as set forth in*:

1. Civil Practice Laws and Rules including but not limited to Articles 1, 2, 3, 4, 5, 6, 9, 10, 11, 12, 20, 21, 22, 23, 24, 30, 31, 34, 40, 41, 42, 43, 44, 50, 52, 55, 63, 70, 78 and 80.
2. Criminal Procedure Law including but not limited to Articles 1, 10, 30, 100, 110, 120, 160, 170, 180, 190, 195, 200, 210, 220, 260, 270, 280, 300, 310, 320, 330, 340, 350, 360, 380, 390, 400, 410, 420, 430, 500, 520, 530, 540, 720, 725 and 730.
3. Penal Law including but not limited to Articles 10, 55, 70 and 80.
4. Family Court Act including but not limited to Articles 1(Parts 1, 5, 6, 7), 2, 3 (Parts 1, 2, 4, 5, 6, 7, 8), 4, 5, 5A, 5B, 6, 7, 8, 10, 10A and 11.
5. Uniform Rules for the New York State Trial Courts including but not limited to Parts 130.1(Sub A), 200 (Sections 1-9), 202 (Sections 2, 3, 5, 6, 8, 9, 12, 13, 21, 22, 26, 27, 28, 42, 44, 48, 56, 67), and 205.
6. Real Property Actions and Proceedings Law including but not limited to Article 7.
7. Domestic Relations Law including but not limited to Article 5-A.
8. Social Services Law including but not limited to Section 384B

*Based upon laws in effect as of December 1, 2007

ISSUE DATE

December 17, 2007

INFORMATION FOR PROMOTION CANDIDATES - PLEASE READ CAREFULLY

APPLICATION: Applications (UCS-20) may be obtained from the courts and court agencies of New York State as well as the Examination Unit, Office of Court Administration, PO Box 1060, Church Street Station, New York, N.Y. 10008-1060. Separate applications must be filed for each examination. When requesting an application by mail, specify examination number and title, show the word "EXAMINATION" in the lower left hand corner of the envelope, and enclose a stamped, self-addressed, legal-size envelope. Additional or revised information, such as a change in address after the application has been filed, must be provided in writing to the Office of Court Administration at the above address. The application form can be downloaded from the website: www.nycourts.gov.

SENIORITY CREDITS: Successful candidates will have additional seniority credits added to their final rating, based upon their length of continuous permanent service in the Unified Court System.

VETERANS CREDITS: Disabled and non-disabled veterans who are eligible for extra credit will have 5 and 2 ½ points, respectively added to their scores, if they are otherwise successful in the examination. Eligible veterans should claim those credits when they file their applications. Further information regarding instructions for filing and eligibility are contained in the application. If veterans credits are granted, eligibles will have an option to waive them anytime prior to appointment.

VERIFICATION OF QUALIFICATIONS: The Office of Court Administration may refuse to examine an applicant, or after examination, to include a candidate on the eligible list, or may remove or restrict from the eligible list an applicant who is found to lack any of the established requirements for admission to the examination or for appointment from the resultant eligible list.

EXAMINATION RATINGS: Examination final ratings are reported on a scale of 100 with the passing mark set at 70. The passing raw score for the written examination will be determined at a date following the administration of the examination.

SPECIAL ARRANGEMENTS: Candidates who, for religious reasons, cannot be tested on a Saturday must indicate this information on their application. All other requests for alternate test dates must be submitted at least one month prior to the examination date, and will be reviewed on a case by case basis for compliance with the Alternate Test Date Guidelines of the Unified Court System. Applicants with disabilities who require special arrangements should contact the Coordinator of Special Accommodations at (212) 428-2574 by the close of the filing period for the examination.

WARNING: Anyone found unlawfully possessing or disclosing questions and answers from civil service examinations, or giving or taking test information from another candidate during the examination, or anyone found taking a civil service examination for someone else, or enlisting another person to take an examination for another will be subject to being disqualified from that examination and may be barred from taking any further examinations with the Unified Court System and may be subject to other penalties as prescribed by law.

**CANDIDATES SHOULD CONTACT THE OFFICE OF COURT ADMINISTRATION AT
(212) 428-2580 IF THEY HAVE NOT RECEIVED THEIR ADMISSION NOTICE THREE
(3) DAYS BEFORE THE EXAMINATION (MAY 17, 2008).**

The Unified Court System is an Equal Opportunity Employer, M/F